

Manager / Administrator Core



STC Cert#0854-001923

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MANAGER / ADMINISTRATOR CORE COURSE (MACC)

This 80-hour skill-building course was designed by the Corrections Standards Authority for people assigned to manager or administrator positions in a local correctional setting (Probation, Juvenile Hall, County Jail or City Jail) participating in Standards and Training for Corrections (STC).

First priority is given to STC-eligible managers and administrators who are required to complete the Manager/Administrator Core Course within one year of their first appointment to a manager or administrator position. Experienced managers or administrators who are not required to take the course may also participate in MACC on a space available basis.

TOPICS WILL INCLUDE:

- ☐ Management and Leadership
- ☐ Managing Change
- ☐ Defining and Creating Expectations
- ☐ Know Your Leadership Style
- ☐ Communication/Meetings
- ☐ Leaders and Organization Health
- ☐ Ethical Leadership
- ☐ Succession Planning
- ☐ Politics and Budgeting/Mock Board of Supervisors Budget Hearing
- ☐ Human Resources
- ☐ Presentation Skills
- ☐ Media Relations
- ☐ Management Perspectives: Lessons Learned

Participants will be given opportunities to apply concepts and skills presented, network with classmates and share their knowledge and experience. Class discussions and small group presentations will reflect real-world concerns and issues including the impacts of AB109 (the transfer of prisoners from state institutions to local correctional facilities).

DATES/LOCATION: MACC XXXVIII – April 23 – 27 and May 14 – 18, 2012 in Roseville
MACC XXXIX – July 9 – 13 and August 6 – 10, 2012 in Burbank

FEE: Not to exceed \$1,200 per person

TO APPLY TO ATTEND, call Maril O'Shaughnessy, MACC Program Manager --- (916) 955-5202 (cell).